

**ARCHIVE:** Archived due to the 2009 rule revision. Refer to VA30005.09.002 for the updated document.

**TITLE:** Complying With Certified Professional Initial Training Requirements

**DATE EFFECTIVE:** August 2006

**HISTORY:** New Addition to the Technical Decision Compendium

**KEYWORDS:** VAP, certified professional, CP, initial training, continuing education, PDHUs.

**RULE/ AUTHORITY:** OAC 3745-300-05(B)(2)(d), (C)(3), and (D)(7).

**BACKGROUND:** The latest update to the Certified Professional (CP) rule (effective April 19, 2006) instituted an initial training requirement that can apply to existing CPs seeking recertification, in addition to new CP applicants. All new applicants must attend the initial training and submit their certificate of completion before their application is reviewed. The application can be submitted prior to training attendance.

In addition, existing CPs must take the initial training as part of their PDHU requirements in a given certification year if they have not submitted a No Further Action Letter (NFA) to Ohio EPA in request of a covenant not to sue (CNS) in the previous four years.

**QUESTION 1:** How often and where will the training be offered?

**ANSWER:** The training will be offered based on need; probably once every three months, and will rotate in our central and district offices. Existing CPs will be notified via e-mail, and the pending dates will be posted on the web page. In addition, interested parties can subscribe for training notification on the VAP web page.

**QUESTION 2:** What is the cost of the training?

**ANSWER:** There will be a cost associated; however this has not been determined yet. The training consists of videotaped and live

segments, and the cost will be prorated per OAC 3745-300-05(B)(2)(d)(ii) once the final costs for developing the video have been determined.

**QUESTION 3:** Can I purchase or view the videotape on my own?

**ANSWER:** No. Viewing the video outside of the initial training class does not meet the requirements for the eight-hour initial training. The script and PowerPoint presentations are available as public documents.

**QUESTION 4:** What if I missed the training and my certification has expired before I could take it as part of my 24 PDHUs?

**ANSWER:** You would have to re-apply as a new CP, which entails completing an initial application form, taking the initial training to include as part of the application, and paying the initial application fee of \$2,500. If you have already submitted your renewal application, the \$2,000 fee will apply toward the initial application fee.

**QUESTION 5:** If I've only been a CP for less than four years, then does the initial training requirement apply to me?

**ANSWER:** Yes. If you have not issued an NFA requesting a CNS in the previous four years nor taken the training within the past five years, whether or not you've been a CP that entire time, you must take the initial training as part of your renewal certification requirement.

**QUESTION 6:** I submitted an NFA requesting a CNS three years ago, but I let my certification lapse for over a year. Do I have to take the initial training prior to submitting an initial application?

**ANSWER:** Yes. The initial training requirement applies to all initial applicants.

**QUESTION 7:** I submitted a notification to EPA that I issued an NFA, but did not request a CNS. Do I still have to meet the initial training requirement?

**ANSWER:** Yes. The purpose of the training is to help ensure that CPs have kept up with the VAP rules, and this cannot be determined without reviewing the NFA.

**QUESTION 8:** I submitted an NFA for a CNS over four years ago, but received the CNS less than four years ago. Do I still have to meet the initial training requirement?

**ANSWER:** Yes. The four year period is triggered by the submittal date, not the CNS received date.

**QUESTION 9:** If I have received technical assistance from VAP staff in the past four years, do I meet the initial training requirements?

**ANSWER:** No. Technical assistance requests generally do not cover all aspects of a voluntary action and do not meet the rule requirement.

**QUESTION 10:** Can I take the initial training for PDHU credit, even if I don't need it to meet the rule requirement?

**ANSWER:** Yes. If you take the training in your certification period, you would receive eight hours of PDHUs. However, if space is limited, VAP would give attendance priority to those who need to take the training to meet the rule requirement.

**QUESTION 11:** Can I take the training more than once in my certification period for PDHU credits?

**ANSWER:** Yes; however, you earn half the PDHUs for each subsequent attendance in the certification period; that is, four hours for the second attendance, and two hours for the third attendance. The cost will remain the same for each attendance.

**QUESTION 12:** Can I take the training if I'm not a CP nor plan to apply?

**ANSWER:** Yes; however, in case of limited space, those taking it for rule requirements or PDHUs get first priority.

**SUMMARY:** The initial training requirement was developed into rule in order to help assure that CPs who conduct voluntary work in Ohio keep their knowledge of VAP rules and standards current. Therefore, new CPs, and those CPs who have not submitted NFAs to Ohio EPA requesting CNSs in the previous four years must take the initial training.

**OHIO EPA CONTACT:** For any questions concerning this issue, please contact the VAP central office at (614) 644-2924.